



Air Resources Board Federal Grant Procedures

This page updated June 22, 2006

I. Pre-Award Budget Requirements

- Step 1** Contact the Budget Section, and forward a copy of the Request for Proposal (RFP) or the "Please Apply Letter."

Contact: Mike Gyurics, Associate Budget Analyst (916) 322-8204 or mgyurics@arb.ca.gov.

- Step 2** Submit the narrative or work plan (approved by your Division Chief) to the Budget Section with the Federal Grant Cost Detail Sheet, [pdf version](#) (fill in and print only) or Federal Grant Cost Detail Sheet, [word version](#) (may be saved) at least four days before the proposal and/or application is due.

If the grant requests funding for information technology (website, database, or other related items), contact Bill Welty, Chief of Office of Information Services (OIS) at (916) 323-8482 or wwelty@arb.ca.gov for project approval. The proposal/application will not proceed without OIS approval.

- Step 3** The Budget Section will prepare the cost information from the information provided on the cost detail sheet, prepare the application package, obtain appropriate signatures, and distribute one copy to the project manager and the original to the federal agency.

Applying for a Grant Extension:

- Step 1** Contact the federal program manager to discuss the feasibility of an extension **before** the grant expires. If there is an agreement, proceed to Step 2. If not, inform the Budget Section immediately.

- Step 2** Prepare a written justification including why the extension is necessary to meet the goals and objectives of the project, and why it could not be accomplished within the original grant term. Forward the justification to the Budget Section (Mike Gyurics) at mgyurics@arb.ca.gov

II. Post-Award Accounting Requirements

Accounting for a grant begins with the execution of the grant award. Each grant award will specify the amount and purposes of the grant, the performance periods, and the financial and programmatic reporting requirements.

A state must expend and account for grant funds in accordance with both federal and state laws. Each grant will have its own unique set of "special conditions" governing the timing and method of accounting for grant expenditures and obligations. Grantees must maintain documentation traceable to the Accounting records that identify obligations, unobligated balances, and expenditures associated with each grant. In addition, Accounting records must be supported by such source documentation as cancelled checks, paid bills, payrolls, time and attendance reports, and contract and procurement documents.

As soon as an award is made, the grant manager named in the award should contact the Accounting & Grants Section to discuss how the grant expenditures will be accumulated and reported. The Accounting Section will accumulate most of the financial documentation based on information provided by the grant manager.

Grant Contacts

Pre-Award – Mike Gyurics, Budget Section (916) 322-8204 or email mgyurics@arb.ca.gov immediately.

Post-Award – Rozanne McPhee, Accounting & Grants Section (916) 324-9907 or email rmcphee@arb.ca.gov.